

DCTD TRAVEL AUTHORIZATION ROUTE SLIP

DOMESTIC & LOCAL (HHS-99)

*Required Lead Time to ARC: 2 weeks

**Over \$10,000 - Required Lead Time to ARC: 8 weeks

FOREIGN

*Required Lead Time to ARC: 8 weeks

**Over \$10,000 – Required Lead Time to ARC: 10 weeks

Traveler Name: _____

Travel Authorization #: _____

Destination: _____

Dates of Travel: _____

TO:	Initial	Date
1. Travel Planner:		
2. Traveler:		
3. Traveler's Supervisor:		
4. Associate Director (Branch Chief/Foreign Travel Only):		
5. DEAS Task Leader:		
6. Administrative Officer :		
7. Division Director (Associate Director/Foreign Travel Only):		
8. RETURN TO Administrative Officer:		

COMMENTS:

****For 348 Sponsored Travel, Use Sponsored Travel Route Slip****